



CANNON BUILDING  
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STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

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PUBLIC MEETING MINUTES:	<b>The Manufactured Home Installation Board</b>
MEETING DATE AND TIME:	<b>Monday, November 5, 2012 at 9:00 a.m.</b>
PLACE:	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B, Cannon Building</b>
MINUTES APPROVED:	1/7/2013

**MEMBERS PRESENT**

Keith Rudy, President  
Richard Snyder, Vice-President  
Charlie Eggleston, Education Officer  
Leslie Persans, Secretary  
Victor Kennedy  
James Brockton  
Kevin Reinike  
Jill Fuchs

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Sandy Wagner, Administrative Specialist III  
Eileen Heeney, Deputy Attorney General

**MEMBER ABSENT**

Dean Pierson

**ALSO PRESENT**

Jennifer Allen, FSMHA  
Kay Warren, Deputy Director for the Division of Professional Regulation

**CALL TO ORDER**

Mr. Rudy called the meeting to order at 9:00 a.m.

## **REVIEW OF MEETING MINUTES**

The Board reviewed the minutes of the October 1, 2012 meeting. Mr. Reinike made a motion, seconded by Mr. Kennedy to approve the minutes. The motion was unanimously carried.

## **UNFINISHED BUSINESS**

There was no unfinished business for November.

## **NEW BUSINESS**

### **Discussion of New Legislation – Disciplinary Sanctions**

Mr. Rudy started out by saying “Thank you” to Ms. Heeney for drafting the bill for the proposed legislation. The Board reviewed the draft document that Ms. Heeney supplied. Mr. Rudy stated that the list of penalties would allow the Board more grounds for discipline. Mr. Rudy asked Ms. Heeney to summarize the list of sanctions and to explain how the new proposed legislation would benefit the Board. Ms. Heeney read through the sanctions and made comments on how this would work in the Board’s favor. Ms. Heeney added a section that would allow temporary suspension pending a hearing language if a licensee or certificate holder would present a clear and immediate danger to the public health, welfare or safety of the public. There were discussions about the language for imposing fines and who would be responsible for making sure, if a fine was imposed, that the licensee or certificate holder paid the amount that would be stated in their Board Order. Ms. Heeney explained that if someone doesn’t comply with their signed Board Order then another complaint would be brought against the licensee or certificate holder for further implications. After discussions, Ms. Heeney will add to the proposed legislation a section on having criminal charges brought against a licensee or certificate holder.

Mr. Rudy asked if the Board agreed to this new language, would there be any chance that the language would get changed by the public, the Senate or the House while being introduced. Ms. Kay Warren, Deputy Director for the Division of Professional Regulation, asked Mr. Rudy if she could go into a little detail of what the Division’s role is in helping get new legislation get passed.

Mr. Rudy introduced Ms. Warren to the Board. Ms. Warren stated that when a draft bill comes into the office it is reviewed and if the Division has any questions or sees any problems with the draft bill the Division would reach out to the Board or the Board President for answers. Once the draft bill is ready to be introduced, the Division will take the lead in finding a sponsor to help move the bill along. Ms. Warren stated that the Board members would be welcomed to come to the sessions when the bill is being introduced whether in the Senate or the House. Ms. Warren said sometimes at these sessions questions come up and it is very helpful to have members of the Board there to help with getting the questions answered.

Mr. Snyder made a motion, seconded by Ms. Persans, to grant Ms. Eileen Heeney authority to make the updates to the draft bill with the changes discussed in 4443 (3), 4445 adding (D), and adding the language for criminal charges if a Board Order is not followed. By unanimous vote, the motion carried.

Ms. Heeney then asked the Board to review the letter that would be accompanying the Bill to Mr. Collins. The Board reviewed the letter.

Mr. Kennedy made a motion, seconded by Ms. Persans, to accept the letter as written. By unanimous vote, the motion carried.

**OTHER BUSINESS BEFORE THE BOARD (for discussion only)**

There was no other business before the Board for November.

**PUBLIC COMMENT**

There was no public comment at this meeting.

**NEXT SCHEDULED MEETING**

The next meeting was scheduled for Monday, January 7, 2013, at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**ADJOURNMENT**

There being no further business, Mr. Kennedy made a motion, seconded by Mr. Snyder, to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 10:05 a.m.

Respectfully submitted,



Sandra Wagner  
Administrative Specialist III

*The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.*